

POSTAL SERVICE PROJECT
MAIL IMPROVEMENT PROGRAM
QUESTIONNAIRE

1. Number of pieces of mail intended for mailing in the postal system prepared and/or handled each month:

a. Letter-size mail:

(1) Ordinary envelopes	<u>22</u>
(2) Window envelopes	<u> </u>
Total	<u>22</u>

b. Flats (over 5-3/4" x 11-1/2"):

(1) Up to 8-1/2" x 11-1/2"	<u> </u>
(2) 9" x 12"	<u>22</u>
(3) Over 9" x 12"	<u> </u>
Total	<u>22</u>

c. Self-mailers:

(1) Post cards	<u> </u>
(2) ADP cards	<u> </u>
(3) Fold over reply cards	<u> </u>
(4) Booklets	<u> </u>
(5) Other	<u> </u>
Total	<u> </u>

GRAND TOTAL

44

25 YEAR RE-REVIEW

FOR OFFICIAL USE ONLY

2. Are insert sizes (as a rule) compatible with envelope sizes?
Yes X No _____
3. Is it customary to fold inserts and use letter-size envelopes in lieu of flats where possible? Yes X No _____
4. What types of material are normally mailed in flats? Booklets
-
5. Are any envelopes sealed with strings, clasps or staples? Yes _____
No X If yes, describe types of material and reason for using fasteners employed. _____
-
6. Do envelopes or flats used comply with the colors prescribed in the attached general information guidelines? Yes X No _____
Note: Most flats are a brown "Kraft" color. Is this color used for mailings?
Yes X No _____
7. Addresses are (check one):
- | | |
|-----------------|----------|
| Typed | <u>X</u> |
| Hand Stamped | _____ |
| Addressographed | _____ |
| Handwritten | _____ |
8. Do address characters comply with the color, size, and spacing requirements set forth in the attached general information guidelines? Yes X
No _____ If no, please describe variances. _____
-
9. If window envelopes are used, do they have a transparent covering over the window? Yes _____ No _____ If no, describe type of envelopes employed. _____
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10. In general, are envelopes addressed in conformance with the standards set forth in paragraphs 10, 11, and 12 of the general information? Yes X
No _____ If no, describe differences and reasons therefore. _____
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11. Cost of mailing is covered by (check one):

- a. Postage stamps X
- b. Metered mail machine
- c. Penalty indicia

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TRANSMITTAL SLIP		DATE 24 Dec. 1969
TO: OL/Planning Staff		
ROOM NO. 1236	BUILDING Ames Center Bldg.	
REMARKS:		
FROM:		
ROOM NO. 2B39		

STATINTL

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